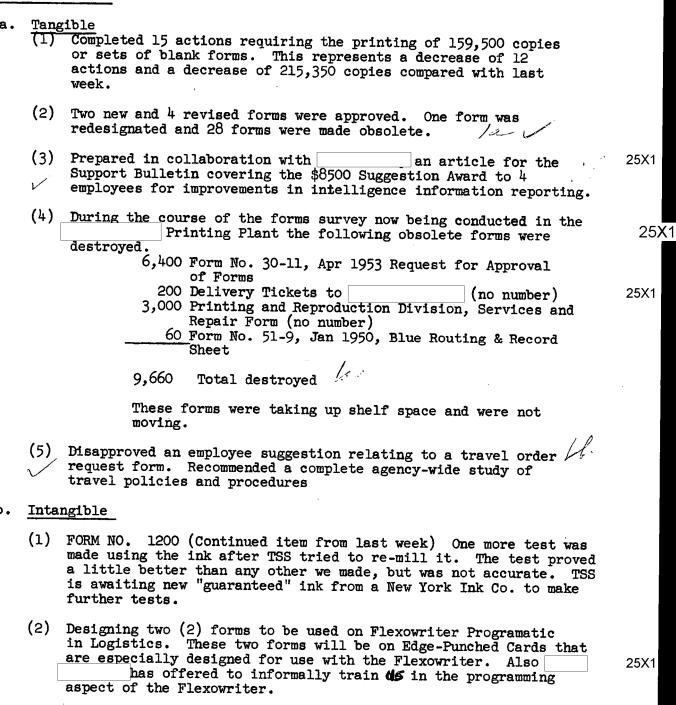
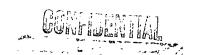
Report for Week Ending 9 October 1957 from FORMS MANAGEMENT BRANCH

1. Contributions

25X1





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	2.	Assignments			
25X1		a. Active (1) Forms Survey (PSD) - Several bootleg forms of other components (FBID and OTR) have been picked up during the survey. request will suspend his activities for a while in order to conduct an overtime study in OTR. will continu25X			
		(2) One Employee Suggestion is pending.			
		(3) Twenty five possible reprints from the Office of Logistics are currently being processed to various offices for appropriate action through Area Records Officer.			
		(4) Twelve new and 6 revisions are pending. 2			
	3.	News			
25X1	and I attended the special Suggestion Awards Ceremony in the Director's Conference Room 7 Oct. during which the Director personally awarded 4 employees \$8500 for their suggestions for improving intelligence information reporting systems. The three Civil Service Commissioners and several score top agency officials witnessed the presentation. One employee received \$4,000, two received \$2,000 each and another got \$500. This was the largest Suggestion Award in the Agency's history.				
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Report for Week Ending 9 October 1957 from PROJECTS STAFF

	1. <u>Co</u>	ntributions	
	a.	Completed installing the subject-numeric filing system in the Office of the Chief, Insurance and Casualty Division. Retired two cubic feet of inactive records to the Center and destroyed four cubic feet of duplicate and obsolete records.	
	b.	Completed the evaluation of Employee Suggestion 2601. Recommended disapproval of proposed standard form for requesting travel orders. The proposal was considered to be unnecessary, premature until travel regulations are standardized and revised, and not the answer to the Agency's travel procedural problems	25X1
25X1	c.	Developed material for the Support Services Exhibit and manned the exhibit on O&M, Business Machines, and Records Management Services.	
5X1	d.	Collaborated with OCR/IR, to obtain authorization for the destruction of all tabulating cards of the Industrial Register collection at the repository. 469,441 tab cards will be destroyed which will reduce the present Agency card collection by 11% and release from 8 to 10 tab card cabinets for future expansion. Arrangements were also made for transferring from the Repository to the Center	
	V	3,708 reels of microfilm (the entire OCR/IR film collection). This action will reduce by about 28% the present film collection in the vault, exclusive of the DD/P collection.	25X1
25X1	e.	Completed the development of sections on reports, agenda, and minutes, reviewed them with other subcommittee members, and submitted the material Chairman of the Government Correspondence Manual Working Committee. This completes my share of the developmental work until the material is reviewed by the working committee.	25X1
	2. <u>Ası</u>	signments Active	
	a.	Installation of Filing Systems	
		(1) OP/Plans Staff - 30% complete	25X1
		(2) DD/Personnel/Plans and Development - 60% complete	25X1
25X1		(3) OP/Office of the Chief/Procurement Division - Survey of files completed. Preparation of new file folders and guides started 7 October.	
		(4) ORR/Current Support Staff and ORR/Materials Division - Installation is under way in both components. Because of difficulties in arranging for a final meeting with the Chief, ORR/CSS, it was decided to start in the Materials Division. However, completion of the CSS system is still expected this week.	25X1



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	b.	Requisition Review Reviewed 9 requisitions for filing equipment and supplies, 2 from the DDI area, 5 from the DD/S area, and 2 from the DD/P area. One requisition for one 4-drawer safe disapproved.	25X1
		Shelf File Installations - Accompanied two Office of Communications people on tours of the BR shelf file installation, and shelf filing equipment and methods used by the Public Health Out-Patient Clinic. Accompanied six Office of Security people to the view of BR installation	1.
	đ.	MRD, Office of the Comptroller - Recommended the trial of 14 double draws Safety Stock units, tab card size, in order that consideration may be given to replacing tab card safes. 14 units were delivered by the Diebold Co., cost free, for testing.	wer 25X1
	e.	Personnel-Type VM Records - Discussed the status of OSS, records with Arranged for a review of these records 15 October by members of this staff and ARO for Personnel, to determine which portion, if any, of the OSS records should be kept in the vault.	
		Completed review Logistics records at the Repository, and found only a small volume of personnel-type documents on deposit. The bulk of deposits were procurement, supply, and transportation-type documents which should get close attention when future schedules are prepared.	25X1
3.	Αε	ssignments Inactive	
	a.	CI/OA Floor Space and Equipment Survey	
	b.	IR Shelf File Project	
	c.	OS Shelf File Project	
	đ.	Office of Comptroller Registry Floor Space and Equipment Survey.	
4.	Ne	<u>ws</u>	
	a.	We have been requested to make a space utilization study for the Office of Communications vaults at and in "L" building.	₂₅ ,2
25X1 25X1 /	ъ.	Office of Personnel, accompanied last weeks trip to the Repository. They seemed very impressed by the arrangement of files and the orderliness of both the Repository and the Center.	
/5.	Ei	ght RMS personnel attended the monthly 0&M Luncheon Lecture Series.	
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Report for Week Ending 9 October 1957 from RECORDS DISPOSITION BRANCH

1. Contributions:

a. The sanitized version of the Clandestine Services Records Schedule (Project 6-101) has been approved and returned to _____ CS/ARO for application and implementation. Project is complete.

25X1

- b. Clandestine Services Disposal List No. 1 has been received and approved. The list consists of two items resulting in the destruction of appliximately 450 cubic feet of material. In view of the increased acceleration of the disposition phase of CS Records Management Program we anticipate receiving additional disposal lists for review and approval.
- c. Assisted the Planning Staff of the DCI in retiring 4 boxes of records.

 These files constitute the official records of the Office of

 Intelligence Coordination and its predecessors dating from 1947 through 1954 and should be retained as permanent records.

2. Assignments (Active)

a. Project 6-95 - Office of Personnel

25X1

Actual review of the records of the Office has been completed. The draft schedule for the remaining Division is being prepared. All schedules out for coordination have not been returned. During the course of the survey 3 storage areas were discovered where relative inactive records and reference material is being stored. Project is 80% complete.

/b. Project 8-9 - General Counsel

25X1

The revised Records Control Schedule was approved and forwarded to the ARO for implementation. will notify me when a survey of the records of the Legislative Counsel can be conducted. Until such time project is closed.

25X1

c. Project 8-18 - Office of Operations/Contact

25X1

The survey of OO/C records is continuing. The branch remaining to be inventoried contains the greatest volume of OO/C records. Project is 30% complete.

25X1

d. Project 8-20 - ORR

Installation of subject numeric file system is continuing in Services Division and Materials Division. Services Division has agreed to discontinue the maintenance of individual personnel folders (125) and to file such material by subject. Project is 9% complete.

e. Project 8-24 - Map Library Division, ORR

25X1

Met with Dep. Chief, Map Library Division and the ORR Records Officer concerning the possible use of shelf files to replace 4-drawer and 5-drawer cabinets now used for air target files. Project is 5% complete.

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:	3. Assignments (Inactive)	
25X1	a. Project 6-40 - OCR (05)//
	b. Project 6-90 - Commercial Staff	25X1
	4. <u>News</u>	
25X1	a. attended the annual meeting of the Society of American Archivists held at Columbus, Ohio last week end.	
	b. A requisition for one 4-drawer legal safe for Mobilization Staff has been cancelled. This Staff will not agree to destroy or retire any material so space was acquired for them in the storage area maintained by Position Evaluation Division. This arrangement was worked out to the satisfaction of the Mobilization Staff.	
		25X1
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